

# The Deputy Secretary of Energy Washington, DC 20585

August 2, 2000

#### MEMORANDUM FOR DISTRIBUTION

FROM: T. J. GLAUTHIER /S/

SUBJECT: THE NATIONAL NUCLEAR SECURITY ADMINISTRATION'S (NNSA)

IMPACT ON DEPARTMENTAL DIRECTIVES

I have been advised that efforts to ensure that the Department's Directives System is in compliance with the NNSA Act are still not complete. Secretary Richardson, in his memorandum for Heads of All Departmental Elements, dated February 29, 2000 (Attachment 1), directed that:

You must review the regulations, delegations and directives promulgated by your office in order to determine whether they are in need of revision because of the establishment of NNSA. Drafts of revised issuances should be submitted as soon as possible, but in no event later than May 1, 2000... and draft directives should be submitted to Susan Hargrove [Directives Management Team].

Each of your organizations is responsible for one or more directives that have not yet been reviewed and submitted as required by the Secretary. There was initially some confusion as to which directives required revisions. It is now clear, however, that nearly all directives require at least some changes. Attachment 2 is a list of those directives that require your immediate attention.

It continues to be my intention that <u>all</u> of the Department's Directives be revised to reflect implementation of the NNSA by the end of this fiscal year, September 30, 2000. Therefore, I am directing you to respond to the attached instructions (Attachment 3) by August 11, 2000. Your responses should be sent by e-mail to the Directives Management Team at DMTEAM, or by Internet address at dmteam@hq.doe.gov, with an e-mail copy to the Field Management Council Secretariat, for my attention.

The Directives Management Team is available to work closely with your organization to complete this project. They will be conducting follow up meetings with the writers and central points of contacts and providing additional information electronically.

If you have questions, contact Stephen Smith at (202) 586-4539. For Directives Management issues, Susan Hargrove is on (202) 586-4108 and for NNSA specific concerns, Mike Kane is on (202) 586-5753.

### DISTRIBUTION:

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### The Secretary of Energy Washington, DC 20585

February 29, 2000

#### MEMORANDUM FOR HEADS OF ALL DEPARTMENTAL ELEMENTS

SUBJECT: ESTABLISHMENT OF THE NATIONAL NUCLEAR SECURITY ADMINISTRATION

On March 1, 2000 the National Nuclear Security Administration (NNSA) formally begins operation. This memorandum describes the Department's policy regarding the provision of administrative, business, and other support services, as needed, by the rest of the Department to NNSA and the applicability of existing Departmental directives to NNSA. In addition, I also want to take this opportunity to announce that I have designated Under Secretary Moniz as the Secretary's Special Negotiator for Russian Initiatives. Prior to the confirmation of the Under Secretary for Nuclear Security, Under Secretary Ernest J. Moniz will continue to oversee implementation of the action plan I put forward in response to the 30-Day Review of Stockpile Stewardship that he led last year. Therefore, he will serve as the Interim Director for Nuclear Weapons Policy Implementation.

#### Provision of Administrative, Business, and Other Support Services

As Secretary of Energy, I have determined that the Department of Energy's non-NNSA components should continue to provide administrative, business, and other support services to NNSA, as needed. This continuity is needed for the overall efficiency of the Department as well as to ensure consistency in the operations of NNSA and non-NNSA components within the Department.

Examples of the many types of administrative, business, and other support services that will be provided to NNSA, as needed, are processing of Freedom of Information Act requests, investigating claims of discrimination, and assistance with processing financial, procurement and personnel actions.

The NNSA Act provides that employees of NNSA may not be responsible to, or subject to the authority, direction, or control of, any officer, employee, or agent of the Department, other than an employee of the NNSA, the Secretary, and the Deputy Secretary. This restriction means that a non-NNSA employee of the Department cannot supervise a NNSA employee, nor may a non-NNSA employee order or mandate that a NNSA employee take specific actions. However, it does not prohibit non-NNSA employees from providing advice and assistance to NNSA employees. NNSA employees should seek such advice and assistance from employees of non-NNSA components, as appropriate. If you have any questions with regard to the NNSA Act restrictions, please contact your designated program counsel in the Office of General Counsel for assistance.

#### **Department Directives**

In general, all statutes, regulations, delegations, acquisition and financial assistance letters, and directives, including policy statements, orders, notices, manuals, guides, technical standards and any other memorandum from the Office of the Secretary establishing policy, applicable to the Department of Energy that were in effect on February 29, 2000 continue to apply to Department functions and activities that have been transferred to NNSA. You will receive additional guidance concerning any issuances that have provisions in them that are not consistent with the NNSA Act.

Further, effective today all new or revised regulations, delegations, and directives, including policy statements, orders, notices, manuals, guides, and technical standards, must be issued by either the Secretary or the Deputy Secretary. This procedure will ensure that NNSA and the remainder of the Department will have consistent policies.

You must review the regulations, delegations, and directives promulgated by your office in order to determine whether they are in need of revision because of the establishment of NNSA. Drafts of revised issuances should be submitted as soon as possible, but in no event later than May 1, 2000. Draft regulations should be submitted to your program counsel, draft delegations should be submitted to LaVerne Fuller, and draft directives should be submitted to Susan Hargrove. You should also take this opportunity to verify that these documents are accurate and complete in all other respects.

If you have any questions about delegations or directives, please contact LaVerne Fuller at (202)586-1996 or Susan Hargrove at (202)586-4108.

Bill Richardson

Secretary of Energy and

Bill Ruhods

Acting Under Secretary for Nuclear Security

cc: The Deputy Secretary
Under Secretary Moniz

### OFFICE OF THE CHIEF FINANCIAL OFFICER

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Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED 1. Administrative 2. Substantive 3. None Needed
DOE O 130.1	BUDGET FORMULATION PROCESS	09-29-95	Melissa Anderson 6-8413	
DOE O 135.1	BUDGET EXECUTION- FUNDS DISTRIBUTION	09-30-95	John Strahler 3-2902	
DOE 137.1A	PLANS FOR OPERATING IN THE EVENT OF A LAPSE IN APPROPRIATIONS	08-30-99	John Strahler 3-2902	
DOE O 413.1	MANAGEMENT CONTROL PROGRAM	12-06-95	Sue Champion 3-2558	
DOE O 534.1	ACCOUNTING	09-29-95	Mary Rosicky 6-9354	
DOE 1500.2A	TRAVEL POLICY AND PROCEDURES	06-07-89	Sterling Ross 6-8662	
DOE 1500.4A	TRAVEL CHARGE CARD PROGRAM	04-22-91	Sterling Ross 6-8662	
DOE 2100.8A	COST ACCOUNTING, COST RECOVERY, AND INTERAGENCY SHARING OF INFORMATION TECHNOLOGY FACILITIES	01-27-93	Jim Campbell 3-5968	
DOE 2100.12A	PAYMENTS FOR SPECIAL BURDENS AND IN LIEU OF TAXES	06-09-92		
DOE 2110.1A	PRICING OF DEPARTMENTAL MATERIALS AND SERVICES	07-14-88	Gregory Dulovich 3-3538	

### OFFICE OF THE CHIEF FINANCIAL OFFICER

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Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED  1. Administrative 2. Substantive 3. None Needed
DOE 2200.2B	COLLECTION FROM CURRENT AND FORMER EMPLOYEES FOR INDEBTEDNESS TO THE UNITED STATES	06-09-92	Susan Donahue 3-4666	
DOE 2200.11	PROCESSING GARNISHMENT ORDERS FOR CHILD SUPPORT AND/OR ALIMONY	02-12-88	Susan Donahue 3-4666	
DOE 2300.1B	AUDIT RESOLUTION AND FOLLOW UP	06-08-92	Kathleen Mason 6-1915	
DOE 2340.1C	COORDINATION OF GENERAL ACCOUNTING OFFICE ACTIVITIES	06-08-92	Juanita McDuffie 6-6862	
DOE 3600.1B	TIME AND ATTENDANCE REPORTING	02-11-91	Sterling Ross 6-8662	
DOE O 224.1	CONTRACTOR PERFORMANCE - BASED BUSINESS MANAGEMENT PROCESS	12-08-7		
DOE 4700.3	GENERAL PLANT PROJECTS	09-16-91		
DOE 4700.4	PROJECT MANAGER CERTIFICATION	01-27-93		
DOE O 430.1A	LIFE CYCLE ASSET MANAGEMENT	10-14-98		
DOE 5700.2D	COST ESTIMATING, ANALYSIS, AND STANDARDIZATION	06-12-92		

### OFFICE OF THE CHIEF FINANCIAL OFFICER

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Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED 1. Administrative 2. Substantive 3. None Needed
DOE 6430.1A	GENERAL DESIGN CRITERIA	04-06-89		
DOE 4010.1A	VALUE ENGINEERING	05-14-92		
DOE 1332.1A	UNIFORM REPORTING SYSTEM	10-15-85		
DOE 412.1	WORK AUTHORIZATION SYSTEM	04-20-99		

#### OFFICE OF SECURITY AND EMERGENCY OPERATIONS

Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED 1. Administrative 2. Substantive 3. None Needed
DOE O 151.1	COMPREHENSIVE EMERGENCY MANAGEMENT SYSTEM	09-25-95	James Fairobent 6-8759	
DOE O 200.1	INFORMATION MANAGEMENT PROGRAM	09-30-96	John Przysucha 6-8836	
DOE O 470.1	SAFEGUARDS AND SECURITY PROGRAM	09-28-95	Cathy Tullis 3-4805	
DOE O 472.1B	PERSONNEL SECURITY ACTIVITIES	03-24-97	Barry Dalinsky 3-5010	
DOE O 474.1	CONTROL AND ACCOUNTABILITY OF NUCLEAR MATERIALS	08-11-99	Dave Crawford 3-2536	
DOE 1450.4	CONSENSUAL LISTENING- IN TO OR RECORDING TELEPHONE/RADIO CONVERSATIONS	11-12-92	Bonita Agee 3-4835	
DOE 5500.11	POWER MARKETING ADMINISTRATION EMERGENCY MANAGEMENT PROGRAM	05-09-94	Jim Fairobent 6-8759	
HQ 1324.1A	RECORDS MANAGEMENT	06-08-87	Sue Frey 3-3666	
DOE N 205.1	UNCLASSIFIED CYBER SECURITY PROGRAM	7-26-99	Pete Salatti 3-4477	
DOE N 205.2	FOREIGN NATIONAL ACCESS TO DOE CYBER SYSTEM	11-13-99	Pete Salatti 3-4477	
DOE N 205.3	PASSWORD GENERATION, PROTECTION, AND USE	11-13-99	Tom Rowlett 3-6555	

### OFFICE OF ENVIRONMENT, SAFETY, AND HEALTH

(*Page 1 of 2*)

Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED 1. Administrative 2. Substantive 3. None Needed
DOE O 210.1	PERFORMANCE INDICATORS AND ANALYSIS OF OPERATIONS INFORMATION	09-27-95	Richard Day 3-8371	
DOE O 231.1	ENVIRONMENT, SAFETY, HEALTH REPORTING	09-30-95	Sam Rosenbloom 3-5749	
DOE O 232.1A	OCCURRENCE REPORTING AND PROCESSING OF OPERATIONS INFORMATION	07-2197	Jeannie Boyle 3-3393	
DOE O 252.1	TECHNICAL STANDARDS PROGRAM	11-19-99	Rick Serbu 3-2856	
DOE O 414.1A	QUALITY ASSURANCE	09-29-99	Bud Danielson 3-2954	
DOE O 440.1A	WORKER PROTECTION MANAGEMENT FOR DOE FEDERAL AND CONTRACTOR EMPLOYEES	03-27-98	Terry Krieta 3-6456	
DOE O 440.2	AVIATION	09-25-95	Robert Jones 3-5323	
DOE 5400.1	GENERAL ENVIRONMENTAL PROTECTION	11-09-88	Andy Wallo 6-4996 Larry Stirling 6-2417	
DOE 5400.5	RADIATION PROTECTION OF THE PUBLIC AND THE ENVIRONMENT	02-08-90	Andy Wallo 6-4996	

# OFFICE OF ENVIRONMENT, SAFETY, AND HEALTH

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Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED  1. Administrative 2. Substantive 3. None Needed
DOE 5480.4	ENVIRONMENT PROTECTION, SAFETY, AND HEALTH PROTECTION STANDARDS	05-15-84	Terry Krietz 3-6456	
DOE 5480.20A	PERSONNEL SELECTION, QUALIFICATION, AND TRAINING REQUIREMENTS FOR DOE NUCLEAR FACILITIES	11-15-94	John Yoder 3-5650	
DOE N 441.1	RADIOLOGICAL PROTECTION FOR DOE ACTIVITIES	09-30-95	Joel Rabovsky 3-2135	

### OFFICE OF ECONOMIC IMPACT AND DIVERSITY

Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED  1. Administrative 2. Substantive 3. None Needed
DOE O 442.1	DEPARTMENT OF ENERGY EMPLOYEE CONCERNS PROGRAM	02-01-99	Rich Fein 6-4043	

### OFFICE OF ENVIRONMENTAL MANAGEMENT

Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED 1. Administrative 2. Substantive 3. None Needed
DOE O 435.1	RADIOACTIVE WASTE MANAGEMENT	07-09-99	Marty Letourneau 3-7656	
DOE O 460.1A	PACKAGING AND TRANSPORTATION SAFETY	10-02-96	Ted Needels 3-4784	
DOE O 460.2	DEPARTMENTAL MATERIALS TRANSPORTATION AND PACKAGING MANAGEMENT	09-27-95	Kelly Kelkenberg 3-8113	

### OFFICE OF DEFENSE PROGRAMS

Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED 1. Administrative 2. Substantive 3. None Needed
DOE O 452.4	SECURITY AND CONTROL OF NUCLEAR EXPLOSIVES AND NUCLEAR WEAPONS	06-05-97	Jon Todd 3-3545	
DOE 5600.1	MANAGEMENT OF DEPARTMENT OF ENERGY WEAPON PROGRAM AND WEAPON COMPLEX	06-27-79	Dennis Miotla 3-5427	
DOE 5610.2	CONTROL OF WEAPON DATA	08-01-80	Sidney Teagarden 3-4987	
DOE 5660.1B	MANAGEMENT OF NUCLEAR MATERIALS	05-26-94	Ed Reynolds 3-5654	

### **OFFICE OF SCIENCE**

Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED 1. Administrative 2. Substantive 3. None Needed
DOE O 413.2	LABORATORY DIRECTED RESEARCH AND DEVELOPMENT	03-05-97	John Labarge 6-9747	
DOE O 420.2	SAFETY OF ACCELERATOR FACILITIES	11-05-98	DeVaughn Nelson 3-5608	

### OFFICE OF INSPECTOR GENERAL

Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED 1. Administrative 2. Substantive 3. None Needed
DOE 2030.4A	REPORTING FRAUD WASTE, AND ABUSE TO THE OFFICE OF INSPECTOR GENERAL	05-18-92	Linda Duvall 6-4147	
DOE 2320.1C	COOPERATION WITH THE OFFICE OF INSPECTOR GENERAL	05-18-92	Jenise Fonville- Noels 6-0679	
DOE 2320.2B	ESTABLISHMENT OF DEPARTMENTAL POSITION ON INSPECTOR GENERAL REPORTS	05-18-92	Mike Waters 6-4096	
DOE 2321.1B	AUDITING OF PROGRAMS AND OPERATIONS	05-14-92	Mike Waters 6-4095	

### OFFICE OF COUNTERINTELLIGENCE

Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED 1. Administrative 2. Substantive 3. None Needed
DOE 5670.3	COUNTERINTELLIGENCE PROGRAM	09-04-92	Steve Brown 6-5795	

# OFFICE OF CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS DIRECTIVES

Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED  1. Administrative 2. Substantive 3. None Needed
DOE 1220.1A	CONGRESSIONAL AND INTERGOVERNMENTAL AFFAIRS	04-09-92	Laura Brown 6-5524	
DOE 1230.2	AMERICAN INDIAN TRIBAL GOVERNMENT POLICY	04-08-92	Vicki Thornton 6-5373	
DOE 1340.1B	MANAGEMENT OF PUBLIC COMMUNICATIONS PUBLICATIONS AND SCIENTIFIC, TECHNICAL AND ENGINEERING PUBLICATIONS	01-07-93	Chet Gray 6-4670	
DOE 1350.1	AUDIOVISUAL AND EXHIBITS MANAGEMENT	10-28-81	Chet Gray 6-4670	

### OFFICE OF NONPROLIFERATION AND NATIONAL SECURITY

Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED  1. Administrative  2. Substantive  3. None Needed
DOE 1270.2B	SAFEGUARDS AGREEMENT WITH THE INTERNATIONAL ATOMIC ENERGY AGENCY	06-23-92	Ron Cherry 6-0269	

### OFFICE OF CIVILIAN RADIOACTIVE WASTE MANAGEMENT

Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED  1. Administrative  2. Substantive  3. None Needed
HQ O 250.1	CIVILIAN RADIOACTIVE WASTE MANAGEMENT FACILITIES-EXEMPTION FROM DEPARTMENTAL DIRECTIVES	05-01-98	Susan Showard 6-9113	

### OFFICE OF MANAGEMENT AND ADMINISTRATION

Office of Human Resources Management

Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED 1. Administrative 2. Substantive 3. None Needed
DOE O 110.3	CONFERENCE MANAGE- MENT	11-03-99	Daniel Steckler 6-3515	
DOE O 360.1	FEDERAL EMPLOYEE TRAINING	09-21-99	Bob Joyce (202) 426-1539	
DOE 3304.1A	EMPLOYMENT OF EXPERTS AND CONSULTANTS	06-23-92	Susan McCannell 6-8450	
DOE 3410.2A	UPWARD MOBILITY PROGRAM	04-09-87	Bob Joyce (202) 426-1539	
DOE 3450.1B	INCENTIVE AWARDS	11-30-89	Alison Davidow 6-8735	
DOE 3771.1	GRIEVANCE POLICY AND PROCEDURES	07-02-81	Bob Sympson 6-8529	
HQ 3293.1	PERSONNEL RECORDS	01-18-84	Bud Hardison 6-8591	
HQ 3300.1	DETAILS, TEMPORARY AND TERM PROMOTIONS	11-21-83	Bud Hardison 6-8591	
HQ 3335.1	MERIT PROMOTION PLAN	03-13-87	Girtha Burks 6-8512	
HQ 3430.1	HEADQUARTERS PERFORMANCE APPRAISAL PLAN	06-21-84	Alison Davidow 6-8735	
HQ 3792.1	EMPLOYEE ASSISTANCE PROGRAM	07-23-84	Rick Reda 6-1411	

### OFFICE OF MANAGEMENT AND ADMINISTRATION

Office of Procurement and Assistance Management

Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED 1. Administrative 2. Substantive 3. None Needed
DOE 4300.1C	REAL PROPERTY MANAGEMENT	06-28-92	Jim Cayce 6-0072	
DOE 4330.5	SURPLUS FACILITY TRANSFER	11-04-94	Jim Cayce 6-0072	

### OFFICE OF INTELLIGENCE

Directive #	Title	Approval Date	Order Writer or Name of Contact	ACTION PROPOSED 1. Administrative 2. Substantive 3.None Needed
DOE 5639.8A	SECURITY OF FOREIGN INTELLIGENCE INFORMATION AND SENSITIVE COMPARTMENTED INFORMATION FACILITIES	07-23-93	Lee Chandler 6-8570	
DOE 5670.1A	MANAGEMENT AND CONTROL OF FOREIGN INTELLIGENCE	01-15-92	Lee Chandler 6-8570	

#### **INSTRUCTIONS**

- 1. Review Attachment 2 to ensure all Orders and Notices under your purview, not already submitted to Susan Hargrove's Directives Team for revision, are listed. Make corrections, add any directives that are missing, and advise of any items that should not be on the list.
- 2. Determine whether administrative "pen and ink," substantive, or no revisions are needed and so indicate in the <u>Action Proposed</u> column of Attachment 2.
- 3. Provide a separate schedule committing to the appropriate revision of each of these directives by the end of this fiscal year, September 30, 2000. A sample schedule appears below. Identify the writers and/or central points of contacts participating in each directive's revision. Note that in some cases, you may have to postpone planned substantive, non-NNSA revisions to ensure making the FY 2000 deadline.
- 4. Note that only primary requirements directives are shown on Attachment 2 because they must receive first attention. There may also be other, supplemental directives, such as manuals, guides, etc. that relate to the listed directives that also need NNSA revisions. Add these to Attachment 2 and submit a schedule for each of them as identified in #3, above.
- 5. Submit the above information by e-mail to DMTEAM or <a href="mailto:dmteam@hq.doe.gov">dmteam@hq.doe.gov</a> attention: Susan Hargrove, Directives Management Team Leader, MA-4, **no later than August 11, 2000.**E-mail a copy to the Field Management Council Secretariat or <a href="mailto:fmcs@hq.doe.gov">fmcs@hq.doe.gov</a>, attention: Deputy Secretary.

Note that copies of all directives are available online at http://www.explorer.doe.gov.

#### **SAMPLE**

### Schedule for Updating Directives for NNSA Impact Schedule

#### DOE O XXX.X, ENVIRONMENT, SAFETY AND HEALTH

<	Activity Office of Primary Interest (OPI) completes internal directives review for NNSA impact and submits items 1, 2, 3, and 4 above.	<b>Target Date</b> 8/4/00
<	OPI submits mark-up of directive requiring only administrative changes (i.e., "pen and ink") to MA-4, or;	8/11/00
<	MA-4 provides directive to OPI for final review	8/30/00
<	Deputy Secretary approves directive for NNSA impact/directives published	9/30/00

Attachment 3